

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: **CENTRAL SERVICES**
 Function: **(02100)**
 Activity: **General**
 Fund: **Other General**
General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<u>SERVICES & SUPPLIES</u>				
720300 Communications	10,595	12,000	10,500	10,500
720800 Maintenance - Equipment	0	1,000	500	500
721203 Miscellaneous Expense	547	750	700	700
721300 Office Expense	737	3,500	3,500	3,500
721301 Office Expense-Duplicating	4,006	15,000	8,000	8,000
721302 Office Expense-Postage	324,751	375,000	360,000	360,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	192,051	0	0	0
721406 Professional & Specialized Services - Software Main.	0	194,550	194,550	194,550
721600 Rents & Leases - Equipment	23,167	34,000	25,000	25,000
722000 Transportation & Travel	101	250	500	500
TOTAL SERVICES & SUPPLIES	555,955	636,550	603,750	603,750
TOTAL - CENTRAL SERVICES	555,955	636,550	603,750	603,750
Intrafund Transfer	(88,006)	(78,000)	(78,000)	(78,000)
GRAND TOTAL - CENTRAL SERVICES	467,949	558,550	525,750	525,750

COMMENTS

Central Services combines the following functions: Telephone Services, Central Duplicating, Mail, Surplus, Central Storage and Purchasing Agent Store. These operations are combined into one budget unit allowing for centralized control of these functions. These functions are administered by the County Administrative Officer.

SERVICES & SUPPLIES

- 720300 Communications (\$10,500) is recommended to provide for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.
- 720800 Maintenance - Equipment (\$500) This account pays for maintenance agreements for the mail machine, scale and other equipment.
- 721203 Miscellaneous Expense (\$700) This account pays for supplies for cleaning the modular buildings, materials for maintaining outside trash bins, surplus inventory repair, and maintenance of the surplus areas.
- 721300 Office Expense (\$3,500) provides funds for supplies to be used in various Central Services activities.
- 721301 Office Expense - Duplicating is recommended at \$8,000. This account provides funds for paper supplies provided for the Central Duplicating machines. Approximately 3,000,000 copies are reproduced by this function yearly and are charged back to the using Departments. In the past this line item included all duplicating costs, but the Auditor places all copying costs, other than paper, in the Rents & Leases line item.
- 721302 Office Expense - Postage is recommended at \$360,000. This account provides postage and mail services for all County Departments, except Social Services and offices located outside the Madera area. This account anticipates a rate increase that will be in effect for Fiscal Year 2009-10 (effective May 11, 2009).
- 721303 Office Expense - Purchasing Agent Store is recommended at \$500. This function provides funds for the central purchasing of common office supplies which are then charged back to using Departments.

SERVICES & SUPPLIES (continued)

- 721400 Professional & Specialized Services is recommended at \$194,550 to provide Computer Consultation for the Property Tax System (Megabyte). This service will provide on-going software maintenance enhancements to the programs, and adds/deletes to the Property Tax System Programs when there are County changes or new laws. The basic maintenance support for the Assessor, Auditor and Tax Collector is \$133,500 per year. An additional \$61,050 is included for a required upgrade to convert the Megabyte system to a dot-Net environment; this conversion will cover a 4-year period, and the total cost will be \$224,200 over the 4-year period. This is the third year of the conversion.
- 721600 Rents & Leases - Equipment is recommended at \$25,000 for the operation of the Central Services copiers, and vehicle mileage for Central Services functions.
- 722000 Transportation & Travel is recommended at \$500 for postal training for newly required regulations and other Central Services functions.

INTRAFUND TRANSFER

This account allows some County Departments to be charged back for the use of the Central Duplicating services, and postage charges in the case of the Courts, Child Support Services, Behavioral Health Services and RMA-Road Department.